

PERSONAL DATA SHEET

WARNING: Any misrepresentation made in the Personal Data Sheet and the Work Experience Sheet shall cause the filing of administrative/criminal case/s against the person concerned.

READ THE ATTACHED GUIDE TO FILLING OUT THE PERSONAL DATA SHEET (PDS) BEFORE ACCOMPLISHING THE PDS FORM.

Print legibly. Tick appropriate boxes (☐) and use separate sheet if necessary. Indicate N/A if not applicable. DO NOT ABBREVIATE.

1. CS ID No.

(Do not fill up. For CSC use only)

I. PERSONAL INFORMATION

2. SURNAME	NAYRE		
FIRST NAME	SHIRLEY		NAME EXTENSION (JR., SR)
MIDDLE NAME	TANO		
3. DATE OF BIRTH (mm/dd/yyyy)	9/19/1962	16. CITIZENSHIP	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Dual Citizenship <input type="checkbox"/> by birth <input type="checkbox"/> by naturalization Pls. indicate country:
4. PLACE OF BIRTH	Brgy. Hipusngo, Baybay, Leyte	If holder of dual citizenship, please indicate the details.	Philippines
5. SEX	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female		
6 CIVIL STATUS	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Other/s:	17. RESIDENTIAL ADDRESS	0188 House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
7. HEIGHT (m)	5'2	ZIP CODE	6521
8. WEIGHT (kg)	62 kilos		
9. BLOOD TYPE	"O"	18. PERMANENT ADDRESS	0188 House/Block/Lot No. Street ZONE 5 GUADALUPE Subdivision/Village Barangay BAYBAY LEYTE City/Municipality Province
10. GSIS ID NO.	62091902635	ZIP CODE	6521
11. PAG-IBIG ID NO.	1700-0025-6100		
12. PHILHEALTH NO.	13-000015747-4		
13. SSS NO.	NA	19. TELEPHONE NO.	NA
14. TIN NO.	116 625 890	20. MOBILE NO.	0905 462 1962 / 0918 380 0045
15. AGENCY EMPLOYEE NO.	V000635	21. E-MAIL ADDRESS (if any)	shirleynayre@gmail.com / shirley.nayre@vsu.edu.com

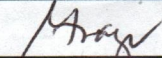
II. FAMILY BACKGROUND

22. SPOUSE'S SURNAME	NA		23. NAME of CHILDREN (Write full name and list all)	DATE OF BIRTH (mm/dd/yyyy)
FIRST NAME	NA	NAME EXTENSION (JR., SR)	NA	NA
MIDDLE NAME	NA			
OCCUPATION	NA			
EMPLOYER/BUSINESS NAME	VISAYAS STATE UNIVERSITY			
BUSINESS ADDRESS	VISAYAS STATE UNIVERSITY			
TELEPHONE NO.				
24. FATHER'S SURNAME	NAYRE			
FIRST NAME	JOSE	NAME EXTENSION (JR., SR)		
MIDDLE NAME	GUITGUITIN			
25. MOTHER'S MAIDEN NAME				
SURNAME	JACA			
FIRST NAME	FRANCISCA			
MIDDLE NAME	TANO		(Continue on separate sheet if necessary)	

III. EDUCATIONAL BACKGROUND

26. LEVEL	NAME OF SCHOOL (Write in full)	BASIC EDUCATION/DEGREE/COURSE (Write in full)	PERIOD OF ATTENDANCE		HIGHEST LEVEL/ UNITS EARNED (if not graduated)	YEAR GRADUATED	SCHOLARSHIP/ ACADEMIC HONORS RECEIVED
			From	To			
ELEMENTARY	Esquina Community School	Elementary Certificate	1969	1975	Certificate	1975	None
SECONDARY	Baybay High School	High School Diploma	1977	1981	Certificate	1981	None
VOCATIONAL / TRADE COURSE	Franciscan College of the Immaculate Conception	2 yrs Secretarial Course	1981	1983	Diploma	1983	None
COLLEGE	Franciscan College of the Immaculate Conception	BS in Commerce	1986	1991	Diploma	1991	None
GRADUATE STUDIES	NA	NA			NA	NA	NA

(Continue on separate sheet if necessary)

SIGNATURE		DATE	May 31, 2019	CS FORM 212 (Revised 2017), Page 1 of 4
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VI. VOLUNTARY WORK OR INVOLVEMENT IN CIVILIAN NON-GOVERNMENT / PEOPLE / VOLUNTARY ORGANIZATIONS

29.	NAME & ADDRESS OF ORGANIZATION (Write in full)	INCLUSIVE DATES (mm/dd/yyyy)		NUMBER OF HOURS	POSITION / NATURE OF WORK
		From	To		
	Holy Spirit Parish, VSU (Pre-Jordan)	2nd	4th	1 hr	Lecturer
	Holy Spirit Parish, VSU (Liturgy)	Monday	Sunday	1 hr	Vice-Chair
	Holy Spirit Parish, VSU (Choir)	Monday	Sunday	1 hr	Vice-Chair

(Continue on separate sheet if necessary)

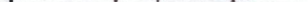
VII. LEARNING AND DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED

[illegible]

(Continue on separate sheet if necessary)

31. SPECIAL SKILLS and HOBBIES	32. NON-ACADEMIC DISTINCTIONS / RECOGNITION (Write in full)	33. MEMBERSHIP IN ASSOCIATION/ORGANIZATION (Write in full)
Computer Literate	Loyalty Award	30 yrs of Continuous and Dedicated Service to Visayas State University
Driving	Loyalty Award	25 yrs of Continuous and Dedicated Service to Visayas State University
Watching TV shows	Loyalty Award	25 yrs of patronizing Visayas State University Credit Cooperative (VSUCC)
	Loyalty Award	12 yrs of serving the Guadalupe Catholic Choir Ensemble (GuCCE)

(Continue on separate sheet if necessary)

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WORK EXPERIENCE SHEET

Instructions: 1. Include only the work experiences relevant to the position being applied to.

2. The duration should include start and finish dates, if known, month in abbreviated form, if known, and year in full. For the current position, use the word *Present*, e.g., 1998-Present. Work experience should be listed from most recent first.

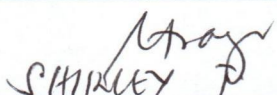
Sample: If applying to Supervising Administrative Officer

- Duration: January 1, 1999 – present
- Position: Administrative Aide
- Name of Office/Unit: OVPRE-Extension
- Immediate Supervisor: Prof. Efren B. Saz
- Name of Agency/Organization and Location: Visayas State University, Visca, Baybay City, Leyte

- List of Accomplishments and Contributions (if any)
 - Received, recorded and released all official documents to and going out from the extension unit/office.
 - Typed vouchers, payrolls, PRs, RIS, Trip tickets, Application for Leaves, CSRs, Travel Orders, Petty Cash Advance, Reimbursement/replenishments, Appointments, OICships, attendance sheets, mailing envelopes for communications, RATA, PPMP and other documents related to extension unit/office.
 - Prepared and sent communications/notice of meetings to different depts./centers and handed in and mailed letter of invitations to LGUs during VSU Anniversary/Farmers and Fisherfolks' Day.
 - Filed official documents of extension unit.
 - Assisted the technical staff in the performance of their functions on tasks related to her functions.
 - Facilitated trainings, in-house reviews, agri-fair/exhibits and other related RDE activities.
 - Performed other tasks assigned e.g. photocopying and collating of official documents.
 - Acted as Co-Chairman in the registration committee during Baybay Agri-Fair Fiesta.
 - Acted as Co-Chairman in the Anniversary Thanksgiving Mass.
 - Acted as Chairman in the Baccalaureate Mass.
 - Checked/monitored balances of extension budget at the end of the 2nd and 4th quarter of the year.
 - Performed other tasks assigned by the supervisor.

- Summary of Actual Duties

- Responsible in performing administrative works e.g., receives and releases official documents, types/prepares/files official documents/forms such as communications/notices, travel orders, trip tickets, purchase requests, RIS, application for leave, mailing envelopes, appointments, PPMP, RATA, CSR & etc., assists/facilitates technical works and acts/performs other documents related to extension unit/office.


SHIRLEY P. NAKYE
(Signature over Printed Name
of Employee/Applicant)

Date: May 21, 2019